

DESERT COMMUNITY COLLEGE DISTRICT

SUPERVISOR, MAINTENANCE AND GROUNDS

BASIC FUNCTION

Under the direction of the Assistant Director, Facilities Services, understand and support the District's mission, values and goals, plan, coordinate, direct and participate in the activities of the maintenance and groundskeeping personnel in the maintenance and operation of the Districts buildings, grounds, and related systems and facilities; train, supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES

1. Plan, coordinate, direct and participate in the construction, maintenance, operation, repair, and alteration of all District structures and related physical facilities. *E*
2. Plan, coordinate, direct, and participate in the planting, cultivating and maintenance of the District grounds, parking lots, sidewalks, playing fields and other related areas. *E*
3. Select, train, supervise, and evaluate the performance of assigned staff; recommend transfers, reassignments, discipline, terminations, promotions and other personnel actions as appropriate; inspect work in progress regarding methods and procedures of work, supply of necessary tools, material and equipment; and prioritize and complete projects in an effective, timely manner. *E*
4. Maintain computerized work order system, track expenses and time resources, generate reports. *E*
5. Maintain and monitor energy management system. *E*
6. Provide oversight for and/or participation in a variety of skilled grounds and maintenance work. *E*
7. Schedule and supervise use and application of herbicides, pesticides, fungicides, rodenticides, fertilizers and sterilants in a manner that ensures the health and safety of staff, faculty and students, following accepted health and safety practices and regulations.
8. Provide for the proper care, maintenance and repair of District equipment, vehicles and tools.
9. Plan and implement maintenance programs; maintain records of maintenance, repairs and use of the District's mechanical, plumbing, electrical systems; District equipment and tools and vehicles; and building equipment systems such as chillers, cooling towers, boilers, motor control centers, electrical panels, pumps and drives. *E*
10. Make determination of ongoing and future levels of stock, materials and equipment; make cost estimates of construction and repair projects and prepare requisitions for needed maintenance and grounds supplies and equipment. *E*
11. Assist in preparation of annual budget; track and project departmental grounds and maintenance budget insuring compliance; provide budget status as needed; participate in preparation of annual budget including facility related projects, grounds and maintenance supplies and equipment. *E*
12. Provide for training and development programs for maintenance and grounds personnel; implement maintenance and grounds operations and training manuals; evaluate assigned employees; review incident reports and accident investigations, make necessary corrective actions or recommendations; assign or reassign personnel to meet the District's business needs or emergencies; interview prospective employees and make recommendations. *E*
13. Remain current on pertinent legal and legislative matters as they relate to maintenance, construction or Cal-OSHA issues. *E*
14. Implement and maintain required or recommended equipment and systems logs and tracking; maintain required permit and certificates for equipment, systems and programs. *E*
15. Direct, supervise and participate in furniture moving, fence mending, emergency repair or clean-up work; assist in the preparation of facilities for athletic and special events. *E*
16. Work collaboratively with faculty, staff, and administration in carrying out the function, responsibilities and duties of the job. *E*
17. Be available on-call; respond to District emergencies. *E*

18. Meet schedules and timelines, organize multiple projects efficiently and effectively and carry out required project details throughout the year. *E*
19. Seek and participate in professional development activities. *E*
20. Other duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of : Methods, tools, materials, equipment and practices utilized in building and grounds maintenance work; building construction work; plan checking and building inspection as it relates to structural, plumbing, electrical, heating, air conditioning and refrigeration; turf management, arboriculture, horticulture pest and plant disease control and eradication; irrigation principles and controls; athletic field preparation and maintenance; building equipment systems such as chillers cooling towers, boilers, motor control centers, electrical panels, pumps and drives; computers and applicable software including word processing, spreadsheets, presentations, and email; laws governing construction and repair of public school facilities; principles and practices of supervision; and safe work practices and procedure.

Ability to: Plan, coordinate, supervise, assign and participate in all aspects of the District's building and grounds maintenance activities; read, interpret and work from drawings and blueprints; estimate material and labor costs; plan, schedule and control a diversified maintenance, grounds and operations work program; inspect and supervise the various repairs, construction, maintenance and grounds work system; supervise the safety and proper operation of District equipment including and not limited to vehicles, welders, lifts, mowers, hedgers, and related power equipment; insure the safety of personnel and the proper care of District property and equipment; apply coatings, adhesives, lubricants, specialized chemicals in a safe, effective and appropriate manner; analyze situations correctly and adopt an effective course of action, using subordinates effectively; meet schedules and timelines, communicate effectively both orally and in written form with supervisor and assigned personnel; operate a computer and applicable software including word processing, spreadsheets, presentations, and email; maintain records; make mathematical calculations quickly and accurately; lift, carry, push and pull heavy objects; bend at the waist, kneel or crouch; walk or stand for extended periods of time, climb ladders, operate lifts, tractors or other heavy equipment; work independently and confidentially with minimal direction; exercise tact and diplomacy in dealing with sensitive or confidential matters; establish and maintain effective working relationships with assigned employees, other staff and faculty and others as it relates to the duties of the position.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and five (5) years of increasingly responsible experience in maintenance of grounds, buildings, and HVAC, electrical or plumbing systems. Two (2) years of supervisory experience required and may be included as part of the five years listed above . Related college course work and/or journeymen training experience desirable.

REQUIRED LICENSES AND/OR CERTIFICATES

Possession of or ability to obtain within the first year of employment, a valid water treatment operator certificate, D1 or higher certificate from the California Department of Health services. Valid California driver's license, must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

WORKING CONDITIONS

Both indoor and outdoor work environment. Regular exposure to fumes and noise from equipment operations. Working at heights and in tight, enclosed areas. Be available on-call to respond to emergency situations. Driving a vehicle to conduct work as necessary. Requires some evening and weekend responsibility.

HAZARDS

Working around and with machinery having moving parts. Working with chemicals, adhesives, and coatings.

EMPLOYMENT STATUS

Classified Supervisor

E: Essential functions of the job.

Approved 8/2005; Revised 5/2009
Leadership VII